

Ohio Department of Mental Health and Addiction Services  
**Bureau of Recovery Supports**  
**Request for Proposal (RFP)**  
**Employment Opportunities within Housing Agencies/Departments**  
State Fiscal Year 2016

Request for Proposal Number: **MHA-16-TRS-006-EH**  
Request for Proposal Issued: **Tuesday, August 25, 2015**  
Request for Proposal Due: **Monday September 21, 2015 12 Noon**

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The Ohio Mental Health and Addiction Services (OhioMHAS) is issuing this request for proposal (RFP) to support competitive integrated employment opportunities within housing agencies and divisions/sections/departments part of Alcohol, Drug Addiction, and Mental Health (ADAMH)/Community Mental Health (CMH) contract Agencies for individuals with a lived experience of mental illness and/or substance use disorders residing in permanent housing.

**I. Introduction of the Initiative:**

OhioMHAS believes recovery supports, including permanent housing and competitive integrated employment, are critical in assisting individuals with mental illness and/or a substance use disorder on in their individual paths of recovery. Competitive integrated employment can positively impact the quality of life for individuals living in permanent housing. OhioMHAS believes that with assistance, these organizations can hire individuals with a lived experience of mental illness and/or substance use disorders as part an integrated workforce.

This fiscal year, OhioMHAS will allocate approximately \$350,000 in MH block grant dollars to support Board areas to incorporate permanent housing AND integrated competitive employment within local systems. OhioMHAS is seeking proposals that create needed positions in housing agencies and divisions/sections/departments within mental health and recovery board contract agencies that will enhance resident or agency outcomes and increase the number of individuals with lived experience who are competitively employed and living in independently in the community in order to help individuals achieve an enhanced quality of life.

**Definitions:**

Permanent housing - housing in a setting that does not dictate a time limit for the tenancy - length of stay determined by the individual rather than a program. Units may be scattered sites, or within a larger housing complex, and are located in the community of the individuals' choice. Services and supports are available when needed or desired, but are not mandatory if included in the housing. Supports can be on site or off site, depending on individual need and specific setting. Permanent housing may provide opportunities for rental subsidies that allow individuals to afford to live in housing of their choice.

Competitive integrated employment -work in the competitive labor market that is performed on a full-time or part-time basis, in an integrated setting, and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

This grant may be extended up to a total of 3 years, depending on availability of funds. Mental health and recovery board areas applying for funding must be willing to make a commitment for the duration of the grant and to sustain the position after the grant has ended. Funding will be awarded to new employment opportunities created within the housing agency.

Cultural competence is an essential and intrinsic element that should be infused throughout systems of care and service delivery. Throughout the proposal narrative, the Applicant must demonstrate that cultural competence is integrated into every function.

## **II. Description of Funding**

OhioMHAS plans to fund approximately twelve proposals and award a total amount across all funded proposals of up to \$350,000 for the period beginning September 1, 2015 through June 30, 2016.

Contingent on the availability of funds, OhioMHAS will fund positions up to three (3) years at a reduced rate and require a commitment to sustain the funded proposal for a period of at least three years as outlined below:

Decrease is based upon the total award for each proposal awarded -

Year 1- 100% of awarded funds for proposed positions

Year 2- 75%

Year 3- 50%

After year 3 positions will be sustained by local dollars

There is no cash match required in year one. Cash match to in year 2 and 3 to sustain position at 100% funding levels.

## **III. Eligible Applicants**

Applicants must be Alcohol, Drug Addiction, and Mental health Services Boards (ADAMHS) or Community Mental health Boards (CMH), or combinations of ADAMHS/CMH Boards and local partners that have a distinct housing function and capacity to assist individuals with lived experience obtain integrated competitive employment of their choosing in housing settings. Boards submitting a joint proposal must designate a single fiscal agent for the proposal.

## **IV. Use of Funds**

### **A. Eligible Uses of Funds:**

- Salary and fringe benefits for newly established part or full time positions within the housing agency

Examples of potential positions to consider, but are not limited to:

- Peer Supporter
- Housing Quality Inspector (Train individual to perform HQS inspections for

- Permanent Housing Units)
- Front Desk Staff (in PSH properties or other residential facilities)
- Maintenance Staff
- Receptionist
- Property Manager or Assistant
- Resident Manager
- Critical Time Intervention Specialist
- Benefits Counselor
- Residential/group home staff

**B. Ineligible Uses of Funds:**

- Funds may NOT be used to supplant current positions or existing budgeted funding for position(s).
- Items such as equipment, materials, supplies or other related items needed when hiring employees (e.g. computers, or desks).
- Rental subsidies or rent in lieu of competitive wage Employment that is not integrated and competitive
- Requests that include construction/renovation

**V. Proposal Requirements**

**Proposal Narrative:** The proposal narrative is limited to (6), single-spaced pages in 12 point font. This page limit does not include the budget table and budget narrative, outcomes evaluation plan, or required attachments. The following items must be included the proposal narrative, in the order presented below:

1. Cover Page:

- a. Name of Board, address, phone number; executive director name and contact information; fiscal officer name and contact information; Contact person for grant and, applicant’s federal tax ID
- b. Name of housing agency and/or division/section/department part of Alcohol, Drug Addiction, and Mental Health (ADAMH)/Community Mental Health (CMH) contract Agencies within CMH Agencies that will employ the individual(s), address, phone number and executive director name and contact information; fiscal officer name and contact information; Contact person for grant and, applicant’s federal tax ID
- c. Amount of funding requested; number of positions; names of positions; hours for each position requested

2. Attachments required:

- a. Table of Organization for agency current and with position (s) added
- b. Job Description Pay scale and benefits (if applicable)

3. Describe how this position fits in to the mission and work of the organization.( Include how the position will meet an agency need and improve outcomes for residents).

4. Describe how these duties were accomplished prior to this position being created. (Describe the deficit in the outcomes of residents as a result of not having position)
5. Describe the training and orientation provided to employees of the organization. What training will be provided to the new position(s)?
6. Describe the organizations hiring process and include a plan on how will you ensure recruitment of individuals with lived experience? How does the hiring process ensure individuals are treated fairly? Include a description of the agency's ability to have positions hired within 45 days of award notice.
7. Describe the organization's experience with employing individuals with lived experience that have resided in housing owned or managed by your agency.
8. Describe the steps your organization will take in order to help individuals whose positions are being funded through this grant access benefit planning.
9. Describe the sustainability plan of the position (s) as the funding is decreased
10. Describe 3-4 outcomes that will be tracked and measured to demonstrate value of position and improved resident outcomes.

**Budget Table and Budget Narrative:** Applicant must provide a project budget and include the following:

- Budget Table and Budget Narrative using the forms attached as Exhibits. The budget narrative support budget items.
- A signed statement of assurance that these grant funds will not supplant current local, state, and/or federal funds for existing positions.

## VI. RFP Questions and Updates

OhioMHAS will offer a telephone technical assistance session on **Thursday September 3, 2015** in which the RFP will be discussed and questions answered. The session will be recorded and available on the OhioMHAS website.

Session will run from 10-11:30. **Call in number 614-644-1098.**

All Questions must be submitted electronically to [HousingAndEmploymentRFP2016@mha.ohio.gov](mailto:HousingAndEmploymentRFP2016@mha.ohio.gov) and must be submitted no later than 12N on September 16<sup>th</sup> at 12N to ensure responses will be posted prior to RFP due date.

All questions and answers will be posted to the website within two business days of receipt. Applicants may NOT contact any OhioMHAS staff member directly with questions regarding this RFP. Contacting staff directly could result in disqualification of a proposal.

It is the responsibility of the applicant to check the website for updates and changes. Interested parties must check the website for any updates to the RFP.

**VII. Instructions for Submission of Proposal**

Proposals must be submitted electronically to: [HousingAndEmploymentRFP2016@mha.ohio.gov](mailto:HousingAndEmploymentRFP2016@mha.ohio.gov). No faxed, mailed or hand carried proposals will be accepted. The submission must include the following documents: Proposal Narrative, Budget Template and Budget Narrative, Table of Organization, Job Descriptions, relevant policies and procedures, , and Outcomes Evaluation Plan.

All documents will be posted to OhioMHAS website:  
<http://mha.ohio.gov/Default.aspx?tabid=725>

The deadline for submission of proposals is Monday September 21, 2015 12 Noon

**VIII. Factors and Criteria for Evaluation of Applications**

Proposals received after the deadline, or that do not include the required covered page, required attachments, budget table, and budget narrative or meet submission requirements, will not be evaluated. Qualifying proposals will be evaluated according to the following criteria, weighted as indicated:

Proposal Narrative	Rating	Score
Includes a complete description of duties and responsibilities of the position (s) requesting to be funded		
Provides a description of how new position(s) fits in to mission and work of the housing agencies and divisions/sections/departments and how this position meets agency need and will improve resident and agency outcomes,		
Provides details on the organizations hiring process, and recruitment of individuals with lived experience. Includes how fairness is a value of process. Includes ability to hire positions within 45 days of award notice.		
Description of training and orientation you give all employees of the organization and if applicable what specific training may be needed for the new position.		
Proposal includes a clear plan on how the organization will help the individual access benefit planning.		

Description of the plan of how funding will be sustained as funding is decreased over next 2 years as well as sustainability beyond the 3 year grant.			
Applicant is able to identify 3-4 outcomes that will be tracked and measured to demonstrate value of position to enhance resident or agency outcomes.			
<b>Total Technical Score</b>			
<b>Rating</b>	<b>Explanation</b>		
<b>0</b>	<b>Does Not Meet.</b> Proposal does not comply with the requirement and/or does not meet expectations for the criterion.		
<b>1</b>	<b>Weak.</b> Proposal does not substantially meet the requirement and/or does not substantially meet expectations for the criterion.		
<b>2</b>	<b>Moderate.</b> Proposal generally meets requirement, but is weak in meeting minimal expectations for the criterion.		
<b>3</b>	<b>Meets.</b> Proposal meets the requirement, and meets expectations for the criterion.		
<b>4</b>	<b>Strong.</b> Proposal meets the requirement and exceeds expectations for the criterion.		
<b>5</b>	<b>Greatly Exceeds.</b> Proposal meets the requirement and significantly exceeds expectations for the criterion.		

Selection of projects for award will be based upon the technical score, budget, and how well the proposed position (s) related the need and ability to improve resident lives.

**IX. Conditions of Award:**

OhioMHAS reserves the right to reject, in whole or in part, any and all proposals where OhioMHAS, taking into consideration factors including, but not limited to, cost and the results of the evaluation process, has determined that the award would not be in the best interest of OhioMHAS.

OhioMHAS reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project or make an award for a shorter duration. OhioMHAS reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicants(s). OhioMHAS reserves the right to waive errors and omissions that do not materially affect the proposal. Errors and omissions may result in lower evaluation scores or rejection of the proposal.

Awardees must work with OhioMHAS to report outcome measures relating to the project.

Awardees will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.

Awardees must execute OhioMHAS' Agreement and Assurances upon notice of award. For reference, a copy is included on the Ohio Mental Health & Addiction Services website: <http://mha.ohio.gov/Default.aspx?tabid=725>